

**Board of Directors Meeting
Seminole State College
1055 AAA Drive, Heathrow, FL 32746
(Room 138)**

**Wednesday, April 26, 2017
9:00 a.m.**

MINUTES

MEMBERS PRESENT: Eric Jackson, Greg Beliveau, Paul Bough, Wendy Brandon, Robert Brown, Glen Casel, Debbie Clements, Melanie Cornell, John Davis, John Gill, Nicole Guillet, Mark Havard, Leland Madsen, Sheri Olson, Joseph Sarnovsky, Jody Sweet, Jane Trnka, Eric Ushkowitz, Larry Walter, and Mark Wylie

MEMBERS ABSENT: William D’Aiuto, Brian Michaels, John Pittman, Jack Plettinck, Kathleen Plinske, Jim Sullivan, Richard Sweat and Chuck Todd

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Nilda Blanco, Tonya Elliott-Moore, Steven Nguyen, Robert Quinlan, Bradley Collor, Larry Krause, Darlene Davis, Katherine Vega, Janet Saunders and Kaz Kasal

GUESTS PRESENT: Tony Carvajal/Florida Chamber Foundation; Shelley Lauten/Consultant; Jeff Hayward/Heart of Florida United Way; Stephen Ball/Holland & Knight; Al Trombetta International Union of Painters & Allied Trades, Florida Finishing Trades; Heather Ramos/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <p>Mr. Jackson, Board Chair, called the meeting to order at 9:04 am, welcomed those in attendance, and thanked Seminole State College (SSC) for hosting today’s meeting. Mr. Jackson also thanked Hanson, Walter & Associates and Duke Energy for sponsoring the refreshments.</p> <p>Dr. Sarnovsky, CSCF Board Member and Executive Vice President/CFO of SSC, welcomed the attendees to SSC’s Heathrow campus. Dr. Sarnovsky stated that this campus is shared with the following partners: Center for Economic Development, Seminole County Regional Chamber and Florida High Tech Corridor. Dr. Sarnovsky also provided a review of SSC’s degreed programs.</p> <p>Mr. Jackson introduced Mr. Tony Carvajal, Executive Vice President with Florida Chamber Foundation, who will be presenting during the Retreat portion of the agenda and Ms. Shelley Lauten, CSCF’s Consultant, who will be leading the discussion and facilitating the Retreat.</p> <p>Mr. Jackson also introduced the following future Board members, pending their appointments to CSCF board next program year: Mr. Stephen Ball with Holland & Knight, Mr. Jeff Hayward with Heart of Florida United Way, and Mr. Al Trombetta, International Union of Painters & Allied Trades,</p>	

	Florida Finishing Trades. The rest of the attendees introduced themselves.	
2	Roll Call / Establishment of Quorum Kaz Kasal, CSCF Executive Coordinator, reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Consent Agenda Mr. Jackson asked the Board if any item on the consent agenda, as listed below, needed to be moved to the action item portion of the agenda. Consent Agenda: <ul style="list-style-type: none"> • Draft Minutes of 2/15/17 Board/Consortium Joint Meeting • Communications Report • Operations and Finance Report • President's Report • Retirement Plan – 403b Audit Results • Health Insurance Provider 2017-2018 	Mr. Walter made a motion to approve all items on the consent agenda. Mr. Brown seconded; motion passed unanimously.
5	Action to Vote on or Discuss <u>Audit Services RFQ</u> Dr. Sarnovsky referred to the memo on the Audit Services RFQ (attachment) and stated the Finance Committee reviewed the procurement process, background and the review team's evaluation and ratings of which Grau & Associates emerged with the highest score and best met the specifications outlined in the RFQ; additionally, there would be a reduction in cost. Dr. Sarnovsky stated that the Finance Committee concurred to bring the recommendation of selecting Grau & Associates to the full Board for vote. <u>One Stop Operator</u> Mr. Jackson referred to the memo on the One Stop Operator RFQ (attachment) and asked Ms. Nabors to provide an overview. Ms. Nabors stated that in December 2016, the Board approved for CSCF to continue providing business services and voted to adopt the local definition of One Stop Operator as a consultant or contractor whose function will be to coordinate the service delivery of all one stop required partners. Subsequently in March 2017, staff released an RFQ for one stop operator and two proposals were received. Based on the review team's discussion and ratings, Education Solutions International, LLC (ESI) earned the highest score and best met specifications outlined in the RFQ. Mr. Jackson stated that the Executive Committee concurred to bring the recommendation of selecting ESI to the full Board for vote.	Dr. Sarnovsky made a motion to approve selection of Grau & Associates, LLP for contracting to provide financial and compliance auditing services. The engagement would be for one year with an option to renew for up to five years. Mr. Casel seconded, motion passed unanimously. Mr. Jackson made a motion to approve selection of Education Solutions International, LLC (ESI) for contracting to provide One Stop Operator services at a rate not to exceed \$85,000 annually. The engagement would be for one year with an option to renew for up to five years. Mr. Ushkowitz seconded, motion passed unanimously.
6	Other Business Mr. Jackson stated that, as Board Chair, based on discussions from the Governance Committee and review with the Executive Committee, he is tasking the Executive	

	Committee to lead the discussion on revenue diversification strategies. With the anticipated decrease in funds received from the State, it will be important to look into alternative funding resources.	
7	Adjournment There being no other business, the meeting was adjourned at 9:20 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator